



NAVIGATING PROCUREMENT

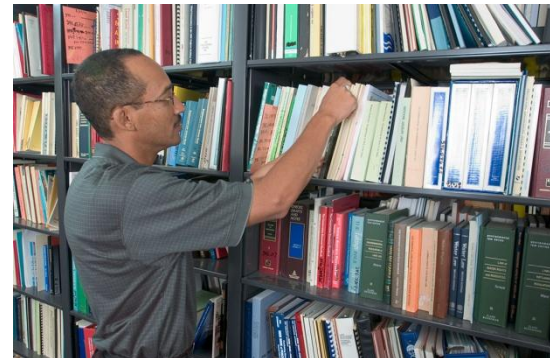
Finance & Audit Committee

September 9, 2009

Frank Hayden, Director of Procurement

Overview

- **Technical Assistance to Vendors**
- **Solicitations Over the Last three (3) Years**
- **Request for Proposal Evaluation and Previous District Work Factor**
- **Small Business Enterprise (SBE) Program**



Technical Assistance to Vendors

- **Pre-Solicitation Phase**
 - **Procurement Efforts to Assist & Educate Vendors**
 - Web Site - Current Solicitation page, Pending Solicitation page, “How to Do Business”
 - Legal notices for Advertised Solicitations
 - Pre-Bid, Pre-Proposal Information Meetings
 - Workshops and Business-to-Business Meetings
 - **Business Registration Application**
 - **Small Business Enterprise Certification if applicable**



Technical Assistance to Vendors

Procurement Outreach Efforts FY2009

- 127 Business to Business Meetings
- 6 Tradeshows
- 3 Area Workshops
- 5 Open House Events –
 - West Palm Beach, Ft. Lauderdale, Miami, Naples, Clewiston



Technical Assistance to Vendors

Solicitation Phase Advice for Vendors

- Read Solicitation Carefully
- Attend Pre-Bid/Proposal Conference
- Submit Questions During Inquiry Period; Questions & Answers are posted in Addenda on the District's website
- Submit ALL Required Forms Timely
 - Be sure forms are completed and signed; use the checklist provided in the solicitation to verify
 - Bid/Proposal Due Date & Time are Noted on the front of the Solicitation Document
 - 2:30 p.m. is Acceptable
 - 2:31 p.m. is **Late - Not Acceptable**



Technical Assistance to Vendors

- Award Phase Advice to Vendors
 - Check Web Site for Project Status
 - If submission is unsuccessful **FOLLOW UP!**
 - Request **Debriefing** with Contract Specialist
 - Review Successful Bids/Proposals
 - Don't Give Up



Solicitations Over Last Three Years

- **Responsive and Responsible** - Upon receipt of bids/proposals District reviews to ensure submittals are responsive (comply with solicitation requirements) and firms are responsible (able to perform)
 - Responsive: on time, all required forms properly completed
 - Responsible: licensed, authorized to do business in state, good & verifiable references, past performance records, financial ability to perform



Solicitations Over the Last 3 Years

■ Responsive and Responsible

Solicitations	Number of Responses	Non-Responsive or Non-Responsible	% Non-Responsive or Non-Responsible
196	2333	91	3.90%

PROTESTS: 35 Notices of Intent to Protest were filed in the last three (3) years. As a courtesy staff meets with parties before the deadline to file a Formal Protest to explain the evaluation process.



RFP Evaluation Process

■ Selection Committee

- All meetings publicly noticed
- Weighted Evaluation Criteria: Technical, Qualifications & Experience; Project Schedule; Location (if applicable); Previous District Work; Small Business Enterprise Participation; and Cost Effectiveness/Price (Non-CCNA)
- Kick-Off Meeting with committee to explain criteria
- Each member evaluates independently and enters scores into an on-line portal system
- Scores go to contract specialist who enters formula-driven scores for Previous District Work, SBE and Location (if applicable) to determine totals and develop short list ranking



RFP Evaluation Process

■ Previous District Work

- Previous District Work is mandatory for all Consultants' Competitive Negotiation Act (CCNA) solicitations as per F.S. 287.055
- In 1995 the Audit Committee provided direction to apply up to a maximum of 5 points for Previous District Work on all Request for Proposal (RFP) evaluations as an initiative to promote **spreading the work**
- A standard scoring matrix was applied to all RFPs using a scale of 0-5 points based on dollar volume of work awarded within the past 3 years

5 points =	\$0 - 50K
4 points =	\$50,001-150K
3 points =	150,001-300k
2 points =	\$300,001- 500K
1 points =	\$500,001 - up



RFP Evaluation Process

■ Previous District Work

- Subsequently, Governing Board direction was given to increase the number of Previous District Work points from 5 to 10.
- Last year, the dollar volume thresholds used in the formula for calculating points were increased to be more in line with actual expenditure levels
- Currently all RFPs use a scale of 0-10 points based on dollar volume of payments made to contractors within the past 3 years

10 points	\$0 - 150K	
8 points	\$150,001 - 300K	
6 points	\$300,001 - 500K	
4 points	\$500,001 - 750K	
2 points	\$750,001 - 1 million	
1 point	\$1 million - up	



RFP Evaluation Process

■ Previous District Work

- This can be a useful tool whenever the District is contemplating multiple awards from a single RFP since it enhances the opportunity for awards to firms who have done less business with the District in the past
- Less meaningful whenever a single contract award is being made because it is only 10 points out of a potential 100 and technical factors comprise 75% of all criteria
- Contact with other counties, state agencies and water management districts has shown that no one else uses this factor other than in the CCNA arena.



SBE Program

- MBE Program Repealed 2005
- Small Business Program adopted May, 2006
- Small Business Rule effective August 3, 2006
- Amendment approved July, 2007



SBE Program Components

- Bid Equalization Program
- Sheltered Market
- Participation – RFB, RFP
- Certification of Small Businesses



Bid Equalization Component

- **“Bid Equalization Program”** means a procurement initiative designed to assist Small Business Enterprises (SBE) when bidding for contracts.



Bid Equalization Component



- 1%** **Contracts with an estimated value of \$2,000,000 or more**
- 5%** **Contracts with an estimated value of between \$500,001 and 1,999,999**
- 10%** **Contracts with an estimated value of \$500,000 or less**

Bid Equalization for 10%

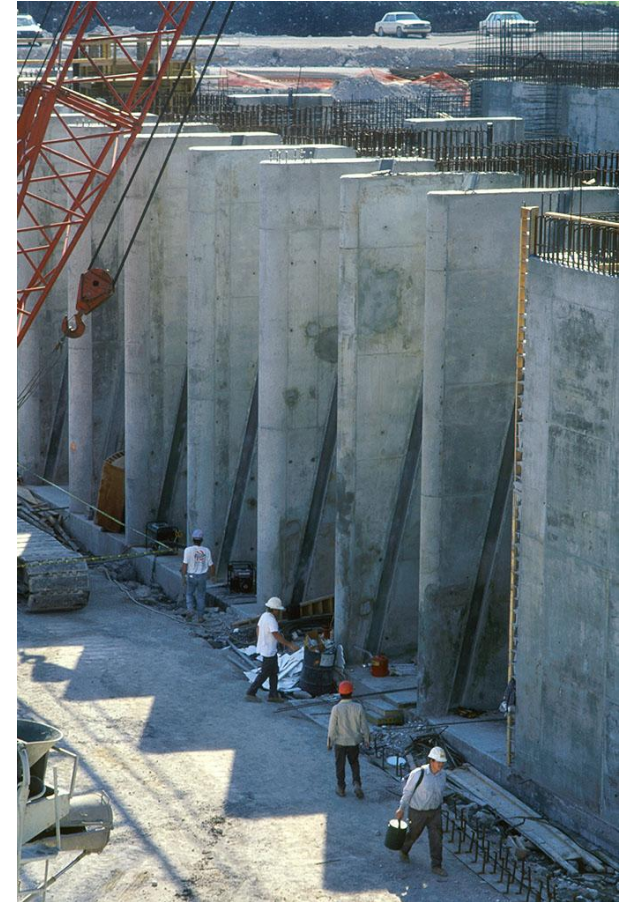
- Bid Equalization Example using 10% as Incentive Bonus

Bid Incentive example	Lowest Non-Certified Firm	Lowest Certified SBE Firm
Bid	\$100,000	\$103,000
Bid Equalization (10%)	-0-	<\$10,300>
Final Bid Tabulation	\$100,000	\$92,700



Sheltered Market Component

- Designating Contracts and Purchases for Sheltered Market
 - Availability and capability of at least three (3) Small Business Enterprises to compete



RFP and RFB SBE Participation

- For RFPs, there shall be a maximum of 10 points awarded for 25% SBE participation of the total contracted amount.
- For contracts awarded based on RFBs, there shall be an SBE goal based on availability not to exceed 25% of total contracted amount.



SBE Subcontractor Utilization Plan

■ The Plan has three parts:

- The SBE Subcontractor Participation Schedule form
- The Statement of Intent to Perform as an SBE Subcontractor form
- Proof of certification

SOUTH FLORIDA WATER MANAGEMENT DISTRICT SBE SUBCONTRACTOR PARTICIPATION SCHEDULE

Contract #	Date Submitted	
Project Name & Location	Project Start Date	
Bidder/Proposer	Address	
Contact Person	Telephone #	Fax #

ORGANIZATION STATUS						
Business Association	Business Name	Business Address	Business Phone #	Work to be Performed		
				Describe Type of Work to be Performed	% of Work	Dollar
Bidder/Proposer						
Non SBE Subcontractor						
SBE Subcontractor						
SBE Subcontractor						
SBE Subcontractor						
SBE Subcontractor						
SBE Subcontractor						
Total Participation					100%	
Total Contract						

The listing of a SBE shall constitute a representation by the bidder/proposer to the District that the bidder/proposer believes such SBE to be technically and financially qualified and available to perform the described. Bidders/Proposers are advised that the information contained herein may be verified.

I certify that the above information is true to the best of my knowledge:

Bidder/Proposer Signature Title Date

Form 0956 (07/2006)

Signature

SBE Subcontractor Utilization Plan (continued)

- The Statement of Intent to Perform as an SBE Subcontractor form

SOUTH FLORIDA WATER MANAGEMENT DISTRICT STATEMENT OF INTENT TO PERFORM AS A SMALL BUSINESS ENTERPRISE SUBCONTRACTOR

Contract No. _____

A signed "Statement of Intent to Perform as a SBE Subcontractor" must be completed by the owner or authorized principal of each SBE firm listed in the "SBE Subcontractor Participation Schedule" Form No. 0956.

_____ agrees to perform work on the above contract as (check one):
(Name of SBE Subcontractor) ☐ a partnership; ☐ a corporation; ☐ an individual; ☐ a joint venture.

SBE Subcontractor

The SBE Subcontractor will enter into a formal agreement, conditioned upon the Bidder/Proposer executing a contract with the District for the work with _____
(Name of Bidder/Proposer)

Item No.	Type of Work	Agreed Price (For CDMA Agreed Percentage)	% of Work
1		\$ _____	%
2		\$ _____	%
3		\$ _____	%
TOTAL VALUE OF WORK		\$ _____	%

_____ SBE Subcontractor Signature Title _____ Date _____

_____ Bidder/Proposer Signature Title _____ Date _____



Form 0957 (07/2006)



SBE Subcontractor Utilization Plan (continued)



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

3301 Gun Club Road, West Palm Beach, Florida 33406 • (561) 686-8800 • FL WATS 1-800-432-2045 • TDD (561) 697-2574
Mailing Address: P.O. Box 24680, West Palm Beach, FL 33416-4680 • www.sfwmd.gov

REGISTERED VENDOR NO. 106983

November 13, 2006

Ms. Linda Horstmyer
Handsome Dog, Inc.
d/b/a Handsome Dog Consulting Group
80 SW 8th Street, Suite 2000
Miami, FL 33130

CERTIFICATION EXPIRATION DATE
November 13, 2009

Dear Ms. Horstmyer:

The South Florida Water Management District (District) has certified your firm as a Small Business Enterprise (SBE). This certification is valid for three (3) years and may only be applied when business is conducted in the following area(s):

Information Technology: Management Support, Business and Systems Analysis, Technology Evaluation
Business Intelligence Systems and Development, Project Management

Your submittal of bids or proposals to supply other products or services outside of this specialty(s) will not count toward SBE participation. If you require certification in other areas of specialty, please contact the Procurement Department, SBE Section, for additional information.

Renewal is required every three (3) years and should be requested within 45 days prior to the above expiration date.

If any changes occur within your company during the certification period (such as ownership, affiliate company status, address, telephone number, licensing status, gross revenue, or any information that relates to your SBE Certification status), you must notify this office in writing immediately. It is imperative that we maintain current information on your company at all times. **FAILURE TO REPORT CHANGES MAY RESULT IN DECERTIFICATION.**

Certification is not a guarantee that your firm will receive work, nor an assurance that your firm will remain in the District's solicitation database. Upon requesting or downloading a bid or proposal package your firm must respond by submitting a bid or proposal or submit a *Statement of No Response* form. This is very important, for failure to respond to three (3) solicitations will result in your company being removed from the District's solicitation database.

Sincerely,

Sandra Hammerstein

Sandra Hammerstein
Sr. Compliance Analyst
Procurement Department

SH/

GOVERNING BOARD

Kevin McCarthy, Chair
Irela M. Bagak, Vice-Chair
November 13, 2006

Alice J. Carlson
Michael Collins

Lennart F. Lindahl, P.E.
Harkley R. Thornton

EXECUTIVE OFFICE

Carol Ann Wehle, Executive Director

DLW/FS


08:12 9882-31-000

Project Name [REDACTED]					Contract Number (Work Order) [REDACTED]			
Application Date [REDACTED]		Reporting Period [REDACTED]			Small Business Enterprise Goal [REDACTED]		Scheduled Completion Date [REDACTED]	
Contractor Name [REDACTED]					Telephone Number () - [REDACTED]		Fax Number () - [REDACTED]	
Contractor's Street Address [REDACTED]				Project Manager [REDACTED]	Project Manager's Telephone Number () - [REDACTED]		Project Manager's Fax Number () - [REDACTED]	
Total Contract Amount [REDACTED]		Total Payment This Month [REDACTED]		% Small Business Enterprise Part to Date [REDACTED]	Total Payment To Prime From Start [REDACTED]		% Completed [REDACTED]	
Federal Identification Number [REDACTED]	Small Business Enterprise Subcontractor Name [REDACTED]	Description of Work [REDACTED]	Amount of Project [REDACTED]	Payment Amount This Month [REDACTED]	Total Paid To Date [REDACTED]	Actual Start Date [REDACTED]	Scheduled Completion Date [REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Total Paid to Date for All Small Business Enterprise Subcontractors: \$					[REDACTED]			
I certify that the above information is true to the best of my knowledge.								
Contractor Name - Authorized Personnel (print) [REDACTED]			Contractor Signature [REDACTED]		Title [REDACTED]		Date [REDACTED]	

Page 1 of 1

Quarterly SBE Report

South Florida Water Management District Quarterly Procurement Report FY 2009 SAP

Fiscal Year	Total Procurement Dollars With Land Purchases	Total Procurement Dollars Without Land Purchases	Total Procurement to SBE Dollars with Land Purchases	SBE Expenditure Percentage with Land Purchases	SBE Procurement Percentage without Land Purchases
 FY 2009					
1st Qtr	\$ 93,414,677.41	\$ 92,498,676.45	\$ 9,852,543.13	10.5%	10.7%
2nd Qtr	\$ 46,027,482.82	\$ 45,220,993.06	\$ 7,402,277.41	16.1%	16.4%
3rd Qtr	\$ 72,301,759.63	\$ 71,454,610.03	\$ 8,323,510.99	11.5%	11.6%
4th Qtr					
FY 09 TOTALS	\$ 211,743,919.86	\$ 209,174,279.54	\$ 25,578,331.53	12.1%	12.2%

South Florida Water Management District Quarterly Procurement Report FY 2008 SAP

Fiscal Year	Total Procurement Dollars With Land Purchases	Total Procurement Dollars Without Land Purchases	Total Procurement to SBE Dollars with Land Purchases	SBE Expenditure Percentage with Land Purchases	SBE Procurement Percentage without Land Purchases
FY 2008					
1st Qtr	\$ 138,112,932.21	\$ 137,343,453.88	\$ 8,164,967.52	5.9%	5.9%
2nd Qtr	\$ 180,957,487.15	\$ 180,089,163.80	\$ 6,534,440.17	3.6%	3.6%
3rd Qtr	\$ 134,126,902.14	\$ 133,432,991.36	\$ 7,746,080.86	5.8%	5.8%
4th Qtr	\$ 122,999,554.60	\$ 122,266,143.39	\$ 10,675,434.88	8.7%	8.7%
FY 08 TOTALS	\$ 576,196,876.10	\$ 573,131,752.43	\$ 33,120,923.43	5.7%	5.8%

Current Solicitations Web page

Solicitation Calendars - Microsoft Internet Explorer provided by SFWMD

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Back Forward Stop Home Search Favorites Refresh Print Mail Print Print & Mail

Address https://my.sfwmd.gov/portal/page?_pageid=1174,1896180,1174_1896602&_dad=portal&_schema=PORTAL&navpage=solicitationcalendars Go Favorites

Solicitations

- Solicitation Calendar
- Award Information
- Small Business Enterprise
- District Vendor Registration
- FAQs
- Toll Free Hotline

Current Solicitations

August 18, 2009

[Expired or lost password click here](#)

Note: To view Solicitation Packages, Addenda and Pre-Bid/Pre-Proposal Conference Attendee Lists, you will need Adobe Acrobat Reader, which is available below.

Failure to file a protest to any provisions of the solicitation documents within the time prescribed in Section 120.57 (3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Type	Solicitation# Planholders	Project & Description	Issue Date:	Pre-Bid Attendees:	Pre-Bid Date:	Responses Due:	Addenda Issued: (Release Time)	Contract Specialist: & Type of Service	Cost:
RFB	6000000282	SFWMD - EOC Data Management Center Improvements, PB County, FL	7/9/09 - 8:14 a.m.	6000000282.pdf	7/16/09 - 11:00 a.m.	* date change - 9/1/09 2:30 p.m.	1 (7/30/09 12:17 p.m.) 2 (8/17/09)	Jim Reynolds/Construction/mc	N/A
RFB	6000000281	Cattle Grazing Lease, JRD Property, St. Lucie	07/10/09 8:04 a.m.	Pre-Bid.pdf	Site Visit: 07/30/09 9:00 a.m.	08/14/09 2:30 p.m.			

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Pending Solicitations Web Page

Solicitation Calendars - Microsoft Internet Explorer provided by SFWMD

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Address https://my.sfwmd.gov/portal/page?_pageid=1174,1896180,1174_1896613&dad=portal&schema=PORTAL Go Favorites

» Solicitations
 » **Solicitation Calendar**
 » Award Information
 » Small Business Enterprise
 » District Vendor Registration
 » FAQs
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Pending Solicitations

The items listed below are of a pending nature only. They are provided as an informational service to you. There is no guarantee these items will be issued during the month listed, or will not be canceled in the future. For a list of Current solicitation items available, please see our Current Solicitation Calendar page.

Date Updated: 06-AUG-2009

Type	Solicitation Number	Project Title	Issue Date	Type of Service	Contract Specialist
RFB	TBD	Kissimmee Boat Ramp	Aug. 2009	Construction	Cathy Richards
RFB	TBD	Lakeside Ranch - PS S-650 Phase 1	Aug. 2009	Construction	Johanna Labrada
RFB	TBD	Golden Gate 6 & 7 Weir Replacement	Aug. 2009	Construction	Cathy Richards
RFB	TBD	Datalogger Area Recorder Maintenance - Southeast Area	Aug. 2009	SCADA Instrumentation Mgmt	Jennifer Kilian
RFP	TBD	Biological/Ecological Services	Sep. 2009	Contractual	Betty Thayer
RFP	TBD	Information Technology Services	Oct. 2009	Contractual	Penny Burger
RFB	TBD	G-420 G-422 Roof Replacement	Nov. 2009	Construction	Cathy Richards
RFB	TBD	S-26 Roof Replacement	Nov. 2009	Construction	Cathy Richards
RFP	TBD	Quality Assurance / Quality Control & Data Verification	Nov. 2009	Contractual	Bernadette Harrison
RFP	TBD	Chemistry/Laboratory Operations	Feb. 2010	Contractual	Pamela Stillwell
RFP	TBD	Water Quality Monitoring	Mar. 2010	Contractual	Bernadette Harrison
RFB	TBD	Biscayne Bay - Deering Estate	TBD	Construction	Bonnie Batchelor
RFB	TBD	Biscayne Bay - L31E Culverts	TBD	Construction	Bonnie Batchelor
RFB	TBD	Biscayne Bay - Cutler Flow-way	TBD	Construction	Johanna Labrada

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SBE Directory

Small Business Enterprise Directory - Microsoft Internet Explorer provided by SFWMD

File Edit View Favorites Tools Help

Back Address https://my.sfwmd.gov/portal/page?_pageid=1174,19785023&_dad=portal&_schema=PORTAL Go Links

SOUTH FLORIDA WATER MANAGEMENT DISTRICT

webPortal

Good Morning Sandy Aug 21, 2007

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Organization Home

Procurement & Contracts

- General Guidelines & Info.
- Solicitations
- Small Business Enterprise
- District Vendor Registration
- FAQs
- Toll Free Hotline

Small Business Enterprise Directory

Search

To Search, enter in a **Company Name** (full or partial name) or select a **County** or enter in a **Commodity Code/Industry Description** (combination of the three may also be used. To display all SBE data click on the **Display All** button.

Company Name:

County Name:

**Commodity Code:
(or Industry Description)**

☒ Display results in a single page.

[Printer Friendly Version](#)

+Results

+Vendor Details

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